



GROUND MAINTENANCE SPECIALIST*

Department of Public Works

Parks & Campus Maintenance Program

Applications must be received via mail, fax, e-mail or in person by
5:00 p.m. on *Friday, July 2, 2010*. **POSTMARKS ARE NOT ACCEPTED.**
(Applications submitted on-line are due by 11:59 p.m.)

*This is a seasonal full time position that works nine (9) months per year.

This recruitment may be used to fill future full-time, part-time, and limited duration project Grounds Maintenance Specialist vacancies for up to 12 months. (The County, at its discretion, may extend this list for 18 months.)

THE JOB

This is a journey level Grounds Maintenance position that maintains and improves turf, plants, shrubs, ground covers, irrigation and drainage systems, paths, walkways, trails, parking lots, roadways, play equipment and recreation facilities in county park/grounds and downtown campus locations. The work involves performing heavy manual labor, herbicide application, and using specialized equipment, machines, and hand tools. The Grounds Maintenance Specialist may provide supervision and training to small groups of temporary workers, volunteers, and offender crews.

QUALIFICATIONS

- Minimum two (2) years experience involving parks or grounds maintenance preferred; any combination of education and experience will be considered.
- Must possess a valid driver's license and Class 'B' Commercial Drivers License (CDL) at time of hire. License number must be noted on the application.
- Must be able to obtain a class 'A' CDL with an 'N' tanker endorsement within five (5) months of hire.
- Must be able to obtain a Commercial Pesticide Applicators License within five (5) months of hire.
- Must be able to successfully pass a comprehensive background check.
- Must successfully pass a pre-employment drug screen. This position is subject to random drug testing.
- Washington State Flagger's certification preferred.

Knowledge of: function and use of tools, and grounds maintenance equipment; safety practices required in grounds maintenance functions; principles and methods of grounds maintenance, irrigation systems, chemical application materials, herbicide application and horticulture.

Ability to: perform heavy laboring tasks for extended periods in unfavorable weather conditions such as extreme heat or cold, in a safe and efficient manner; work independently with limited supervision; respond to questions, complaints, and requests for service from the general public in a courteous manner; understand and follow oral and written instructions; prepare written reports and schedules; instruct temporary workers, volunteers, and offender crews in performing tasks; bend, crouch, reach and lift up to 50 lbs. on a regular basis.

SALARY

The starting salary is \$19.30 per hour. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement. The position is represented and requires membership in Local 307CO, AFL-CIO, Washington State Council of County & City Employees (AFSCME).

SELECTION PROCESS

1. Application Review (Pass/Fail) – An application detailing experience, licenses, and certifications is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest (Pass/Fail) – In addition to the Clark County application, applicants must submit a letter of interest detailing their experience in the areas mentioned above. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Practical Exam (Pass/Fail based on 70%) – This recruitment will require a practical exam which will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Top scoring candidates will be invited to continue in the selection process.
4. Oral Interview – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
5. Driver License/CDL verification and/or license abstract checks will be performed prior to final selection.
6. Employment References may be conducted for the final candidates.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

Apply online on our website @ www.clark.wa.gov, submit a paper application which may be downloaded from www.clark.wa.gov/hr/employment/app_materials.html, or come into our office at 1300 Franklin Street, 5th Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000

FAX (360) 397-2457 / Relay (800) 833-6384
JOB INFO LINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov

THE COUNTY

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

CLARK COUNTY
WASHINGTON

Human Resources Department
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Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
Relay (800) 833-6384
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for			Posting#		
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ()	Work Phone ()	Cell Phone ()	Home Secondary ()		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []			Are you legally eligible for employment in the United States? Yes [] No []		
Will you accept: [] Regular [] Temporary		Shifts you will accept: [] Day [] Evening			
Will you accept: [] Full Time [] Part Time		[] Night [] Weekend			
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	May we contact your current employer? Yes [] No []
OTHER EXPERIENCE	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	
OTHER EXPERIENCE	
Employer:	Dates Employed: From To ____/____/____ mm yy mm yy Hours per Week _____ Final Salary _____
Address:	
Position: No. of employees you supervised:	
Supervisor: Phone ()	
Specific Duties:	
Reason for leaving or considering change:	

Attach additional sheets if necessary to include all work history.
 Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment. I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.
<div> <div></div> <div>Signature of Applicant</div> </div> <div> <div></div> <div>Date</div> </div>

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

ETHNIC ORIGIN: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

Are you a RECENTLY SEPARATED VETERAN? Yes ☐ No ☐

Are you an OTHER PROTECTED VETERAN? Yes ☐ No ☐

Are you DISABLED? Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- ☐ The Columbian
- ☐ The Oregonian
- ☐ The Asian Reporter
- ☐ El Latino de Hoy
- ☐ The Skanner-Portland
- ☐ Seattle Times
- ☐ Spokane Review
- ☐ The Olympian

Internet/Website Sites:

- ☐ Columbian/Yahoo!Hot Jobs
- ☐ Oregonian
- ☐ Clark County
- ☐ Seattle Times
- ☐ El Latino de Hoy
- ☐ Other Internet/Website: _____

Other Sources:

- ☐ Clark County Bulletin Board
- ☐ College/Career Center Referral
- ☐ Acquaintance/County Employee
- ☐ Other: _____